



DOD Interlaboratory Committee on Editing and Publishing



Minutes of the Annual Conference
23-25 April 2002

Hosted by

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Day 1- 23 April

Welcoming Remarks

The DOD Interlaboratory Committee on Editing and Publishing (ILCEP) convened at 0900 23 April 2002 at the U.S. Naval Academy in Annapolis, Maryland. Presiding over the meeting was Co-Chair, Ms. Sharon L. Serzan, Air Force Research Laboratory, in place of the Chair, Mr. Carol Cini, Institute for Federal Printing and Electronic Publishing, Government Printing Office (GPO). Mr. Cini was unable to attend at the last minute due to medical reasons. Recording Secretary was Mr. Jim Pierce, Navy Operational Test and Evaluation Force. Hostess was Ms. Diane Green, U.S. Naval Academy. Ms. Green arranged for the meeting facilities, Academy speakers, a walking tour of the Academy grounds, hospitality, and the evening meals.

Ms. Serzan welcomed the attendees and thanked them for taking the time to attend the 2002 conference. This morning session was open to U.S. Government employees only.

Keynote Speaker

Commander William Spann, USN, U.S. Naval Academy Public Affairs Officer, welcomed this year's attendees to the conference. He noted the large number of DOD organizations represented at the meeting and commented on the worth of editors to not only public affairs publications but to all government work.

ILCEP Business

Conducted by Ms. Sharon Serzan, Air Force Research Laboratory

Self-Introductions

Each member introduced him/herself, telling the group what organization they represented, and what their job function is.

Directory Updates

The ILCEP membership list was distributed to attending members for verification of information.

Approval of 2001 Minutes

The 2001 meeting minutes were reviewed and approved by the membership.

Daily Activities

Ms. Green reviewed this meeting's activities and answered questions pertaining to tours and meals.

Agenda

Ms. Serzan reviewed this meeting's agenda and made adjustments to speakers/presentations where necessary. Adjustments were approved by the membership.

Guidelines

The topic of creating a "checklist" of some type to help new chairs and hosts prepare for a meeting was raised again. All agreed that it would be very beneficial. A working group of several past chairs and hosts will work online to generate a draft checklist. This will be sent to members

via e-mail for their inputs prior to the next meeting. When completed, Mr. Pierce will post it to the web site so it can be downloaded for those who need it. (UPDATE: The "checklist" put together by Mr. Cini for the 2002 meeting is being used by the 2003 meeting chairperson and host and will form the basis for the guidelines.)

Registration Fee

The need to consider charging a registration fee was discussed. Times have changed, and an increasing number of hotels demand guaranteed occupancy for the number of rooms set aside for the group, and we pay for any rooms unoccupied. Also, member commands who have previously paid for morning and afternoon refreshments, costs of printing and mailing meeting information, etc., and the hosts spending their own money to supplement shortages have grown every year. Commands are very reluctant to do this any longer, and it isn't fair to expect the hosts to spend their own money. There are a few problems, however, with asking for registration fees: how much; the group becoming subject to outside control; certain laws; a bank account for the money, audits; and so on. Ms. Serzan said she would pursue all of these questions, and more, to find out exactly what our options are. No dollar amount for future fees was discussed. (UPDATE: No action.)

ILCEP Member Web Pages

Mr. Pierce asked the attending members to provide him the URLs to the command/organization home pages so that he could create links from the ILCEP web site. He will request the same from non-attending members. (UPDATE: No action.)

ILCEP History

Ms. Kathy Parrish, Naval Research Laboratory, passed out a paper titled "Contents of ILCEP Drawer at NRL." Listed are minutes of past meetings from November of 1985 to April of 1992, both East and West Coast and combined meetings. In stark, bold type in the middle of the page are the words "**Where are minutes of 1992 to 1998?**" Well, happily to say, they are safely in the hands of Mr. Pierce, including some earlier ones. Here is what is ready for scanning:

18-19 April 1990 West Coast meeting
25-26 April 1990 East Coast meeting
6-7 February 1991 joint meeting
30 May 1991 East Coast meeting
23-24 October 1991 joint meeting
19-21 October 1993 combined meeting
18-20 October 1994 combined meeting

The 1992 meeting minutes seem to be temporarily misplaced. The meeting minutes for 1995 to the present are posted on the ILCEP web site, with the exception of 1996 since there was no meeting that year due to government budget constraints and lack of travel money. Mr. Pierce holds the electronic file copies for those minutes. It would probably be a great idea to put them all on a CD for safe keeping. The above list will be scanned and added to the Archived Minutes portion of the web site. Ms. Dorothy Murphy, Naval Surface Warfare Center, Indian Head Division, offered to scan the minutes. (UPDATE: Mr. Pierce scanned the above listed minutes to pdf after the 2003 meeting and posted them to the ILCEP web site under Archived Minutes.)

Ms. Serzan raised again the idea of writing an ILCEP history. The establishment of an archives of minutes and other material is the starting point. Ms. Serzan still recommends Mr. Byron But-

ler, a previous member of ILCEP. (UPDATE: Mr. Pierce continues to pursue this idea with Mr. Butler.)

2003 Meeting Chair and Location

Ms. Patrice Waits, Naval Surface Warfare Center, Virginia, will chair the meeting. Ms. Rhonda Patton, Navy Personnel Research, Studies, and Technology, will be the secretary for the meeting. A host was not determined, but Ms. Serzan asked Ms. Pam Walton and Ms. Karyn Schmidt, White Sands Missile Range, if they would consider hosting. Since they are both contractors, the question of their hosting was raised. (UPDATE: Ms. Serzan discussed the proposal to meet in Southern New Mexico with Mr. Ken Wernle, 46th Test Group, Holloman AFB, New Mexico. Mr. Wernle accepted the task. The location will be at White Sands Missile Range and Mss. Walton and Schmidt will assist Mr. Wernle. The dates are 22-24 April 2003. After the meeting, Ms. Patton declined to serve as secretary.)

Group Discussion

Defining a Quality Edit

Facilitated by Ms. Sharon Serzan, Air Force Research Laboratory

At the 2001 meeting, Mr. Joe Burke, National Air and Space Intelligence Center, recommended that ILCEP develop a definition of a "quality edit" and a checklist or other means for measuring editing quality in today's environment. To facilitate a discussion of this recommendation, Ms. Serzan passed out a paper with definitions of a full edit and compliance edit.

Full Edit - Comprehensive, word by word, line by line, literary and mechanical edit of a report or document to include but not limited to grammatical correctness, spelling, format, logical flow, illustration clarity, numbering in accordance with a logical scheme, style, correct distribution and security markings, and the inclusion of all required elements in accordance AFRL WRS format and ANSI/NISO Z39.18-1995, *Scientific and Technical Reports—Elements, Organization, and Design*, *The United States Government Printing Office Style Manual*, Contract Data Requirements List (CDRL), Data Item Description DI-MISC-80711/T, *Scientific and Technical Reports*, and the *Air Force Research Laboratory—Wright Site Guide Technical Publishing*.

Compliance Edit - A comprehensive grammatical, typographical, distribution and security markings quality control edit of a document's front matter to include the report cover, SF298, *Report Documentation Page*, DTIC Form 530, *Non-Print Form* when applicable, and the Notice of Rights page... A compliance edit is accomplished per the instructions set forth in the *Air Force Research Laboratory—Wright Site Guide Technical Publishing*. Also includes a page by page examination for pagination accuracy and review of illustrations for clarity and legibility.

-- *A-76 Performance Work Statement for Air Force Research Laboratory (AFRL) Wright Research Site at Wright-Patterson AFB, OH, F33601-00-C-J010, Section 2.2, Technical Definitions.*

There is less and less editing by professional government and other editors and the use of centralized publications offices. Some of the recurring problems are :

- Incorrect or missing markings (classification, proprietary, distribution statements),

- Some documents are submitted directly to the Defense Technical Information Center (DTIC) without approval/dissemination by sponsor,
- Lost documents (Air Force has found that many reports don't exist in research and development case files to facilitate their research projects), and
- Organizations are paying contractors even though their documents do not meet requirements.

Some edits are tied to money: less funding, less of an edit. Some contractors and government publications offices issue disclaimers saying that the document was not edited.

Ms. Bonnie Klein, DTIC, recommended that if organizations are having problems with editing compliance they should send letters to her attention stating the problems and an official letter will be sent to all of DOD.

Mr. Les Greenberg, Institute for Printing and Electronic Publishing, GPO, mentioned that organizations who run into repeated problems with edits should force the issue with the monitors/managers.

The group decided to form a team to develop an ILCEP definition of a quality edit. Volunteers are Ms. Pat Lewis, Army Evaluation Center, and Mr. Pierce. They will have a draft ready for the group's review at the 2003 meeting. (*UPDATE: No action.*)

Luncheon Keynote Speaker

Mr. James W. Cheevers, Senior Curator/Assistant Director, U.S. Naval Academy Museum, entertained the group with a slide presentation on the history of the Academy and its development.

Scanning and OCR with Adobe Capture

Mr. Greg Pisocky, Adobe Systems, Inc.

Mr. Pisocky began by introducing the products used for scanning and capturing documents for publication. These are Adobe Acrobat Capture 3.0 (and Capture Light, part of Adobe Acrobat 5.0) and Adobe Acrobat Messenger.

Mr. Pisocky explained and demonstrated the differences between a document scanned as a TIFF file and then scanned with Capture. The TIFF file ended up with skewed text and was not searchable. He searched for the word "Lincoln," but it was not found. The same file scanned with Capture Light produced a clean, clear file that eliminated the "picture" of the text (replaced with true font) and made the document fully searchable.

Capture is intended for office use for scanning vast amounts of paper documents and converting them to fully-searchable PDF files. Capture can batch-process volumes of paper at a time, then convert to PDF or HTML and post to the Web or intranet. Capture also automatically creates intradocument links, including table of contents, cross-references, and indexes. Its optical scanning recognition (OCR) capabilities are excellent (90% confidence level), even recognizing specialized documents with legal, medical, scientific, and large user-defined dictionaries. It incorporates a Quick-fix Page Tool for correcting OCR suspects, which sorts by word, reason, or confidence level. It also updates the user-defined dictionary to reduce the number of OCR suspects.

Messenger is a scan-preview-delivery product for workgroups that can be used as e-mail, a fax, URL, be saved to a specific location, or be printed. It can also be sent to one person or all people in a workgroup. This product is intended for people who handle large amounts of paper communications. Its intent is to function as a walk-up station to automate creation and distribution of electronic files from paper format, as long as the workstation is equipped with a scanner or digital copier. It's purported that Messenger is so easy to use that it takes very little, if any, training.

Technical Typos

Mr. Les Greenberg, Institute for Federal Printing and Electronic Publishing
Government Printing Office

Mr. Greenberg discussed the problems various types of typos create in the publishing business, which we are all in to one degree or another. Some of the causes are:

- operator keystrokes
- mechanical typesetting devices
- spelling, grammatical, and editing errors
- technical typos

Of the above, technical typos are the most difficult to control since most people do not know where they come from. Mr. Greenberg called these "gremlins," and stated that these are unexpected, unexplainable problems except to the publication professionals. These professionals *do* expect and *can* explain many of these. Technical typos can be categorized as:

- known software errors
- known image device errors
- known original material shortcomings
- inexperienced desktop publishers
- blind dependence on technology
- "gremlins" just happen

Software Errors

Spell Checker. Everyone knows the little poem about "My Spell Checker"...right? In short, it pays heavily to *read the words* rather than rely solely on the spell checker. It won't pick up correctly spelled words that sound the same but have a completely different meaning (see vs. sea; through vs. threw; etc.). Enough said on this one.

Hairline Rules. Use the proper resolution. Selecting Hairline Rule produces the thinnest rule the output device can make, making it possible to "disappear" to you. Laser printers are 300-600 dots per inch (dpi), image setters are 1,200-2,400 dpi.

Image Device

Mixing Font Systems. Older image setters (film/plate exposing devices) may throw odd characters when faced with files containing fonts from different font systems. Only

the newest image setters can take files with TrueType and PostScript fonts. Don't mix these fonts; use one or the other.

Fonts on a MAC. Pressing bold or italic on the pull-down menu on a MAC will show bold or italic on the screen, but only appear "normal" upon imaging. Use an actual bold or italic font.

Original Material Shortcomings

Scanning Documents. Mr. Greenberg mentioned that OCR is usually 95% to 98% successful. However, characters that are fuzzy, light, or too close together, may be interpreted as other characters. Mr. Pierce's personal experience with OCR using Microsoft WORD has not been pleasant. Correcting all of the misread characters took longer than typing from scratch would have taken.

Odd Characters in Word Processing Programs. Les further explained that odd fonts, even on spaces or other unseen characters, may change to a different character between word processing and desktop publishing. These will not go through image setters. For best results, instruct your authors to supply their work in "plain vanilla" text. In the page layout program, convert all characters, including spaces, to a known font before doing desktop publishing.

Inexperienced Desktop Publishers

Left-Behind Graphics. Text and associated graphics must stay together. Nailing a graphic to a page rather than to the text can cause the graphic to be left behind when text is later corrected or added and moves past the graphic.

Text Reflow after Proof Additions/Corrections. Additions or corrections at the printing company may cause reflow for several paragraphs or even pages. Check up to the next major break.

Blind Dependence on Technology

Monitors. We all think that what we see on our own monitors is the real thing, so proofs aren't necessary. Selecting colors via monitor instead of from an ink book may produce the totally wrong color or, "see the red line in the chart" when in print the line is orange-brown causing the reader to pick the wrong line.

Fonts. Fonts have versions and different versions cause reflow. A similarly named font by a different manufacturer may have different special characters. There is no "font fairy." Supply copies of your fonts.

What Other Agencies Do

Department of Energy

Set up working groups and hold meetings to discuss issues.

Office of Management and Budget

Assign a "buddy" to new publishers.

GPO

Require grantees and contractors to follow GPO's best practices guidelines (Pub.300.6, used as reference for contractors to print).

Institute for Printing and Electronic Publishing (GPO)

Desktop publishing class covers the 60 most common errors and gremlins.

National Institute for Occupational Safety and Health

Train everyone in the publishing chain to be aware of and check for errors and gremlins.

Internal Revenue Service

Contracts for on-site proofreaders.

More Solutions - -

- Use GPO's free E-Pub consulting group
- Have E-Pub run test files for critical projects
- Hire extra eyes at GPO
- Establish a dedicated publishing section
- Hold national/regional publishing conferences
- Publish booklets telling "how-to"
- Standardize software and fonts
- Overview cross-training

Day 2 - 24 April

Copyright and Intellectual Property Management – Leveraging the DOD R&D Return on Investment

Ms. Bonnie Klein, Program Manager for Copyrighted Information, Defense Technical Information Center

Ms. Klein emphasized that the DOD Scientific and Technical Information Program (STIP) needs the help of authors, Public Affairs Officers, Scientific and Technical Information (STINFO) Officers, editors, contract officers, project managers, and anyone else involved in the publications process to help determine what the U.S. Government's rights are to use, display, and copy the information either produced by or for the U.S. Government and what we may share with our communities of interest and the general public.

Ms. Klein mentioned a group called CENDI (<http://www.dtic.mil/CENDI>), an interagency cooperative organization composed of the scientific and technical information managers from the Departments of Agriculture, Commerce, Energy, Education, Defense, the Environmental Protection Agency, Health and Human Services, Interior, and the National Aeronautics and Space Administration. CENDI's mission is to help improve the productivity of federal science- and technology-based programs through the development and management of effective scientific and technical information support systems.

CENDI recently released a publication entitled *Frequently Asked Questions About Copyright* <http://www.dtic.mil/cendi/publications/00-3copyright.html>. The CENDI Copyright Task Group developed the publication as an education and awareness tool. It was compiled with significant input, writing, and editing by agency general counsel staff in collaboration with members of the CENDI community who must deal with copyright issues at an operational level every day.

The publication is unique in that it addresses areas of copyright and contract law from a federal government perspective, such as

- What rights does copyright provide?
- How long does copyright last?
- Is a U.S. Government work provided copyright protection?
- If a work was created under a U.S. Government contract, who holds the copyright?
- Does the U.S. Government have any special rights to use copyrighted material?

These are only a few of the 63 questions answered about copyright and its effect on U.S. Government information dissemination practices

Additionally, DTIC has developed guidelines to help managers and staff in determining U.S. Government rights in copyrighted works. The *DTIC Guidelines for Determining Copy Rights*, based on the CENDI publication and approved by the Defense Information Systems Agency's Office of General Counsel, is found at <http://www.dtic.mil/dtic/submitting/copyright.html>.

Both documents touch on U.S. Government information security and distinctions in the definitions of "Public Release" and "Public Domain." This is particularly important in light of the Secretary of Defense message on safeguarding information regarding weapons of mass destruction and sensitive homeland security information in response to the White House Chief of Staff Memo, of 19 March 2002 (http://www.defenselink.mil/pubs/foi/cbrn_wh_memo.pdf). Ms. Klein recommended not referencing limited documents in public release documents unless the respective controlling offices approved.

The DOD Webmasters Policies and Guidelines (<http://www.defenselink.mil/webmasters/>) links to both documents.

GPO's Electronic Publishing (ePUB) Group Services and Office Graphics

Mr. Jeff MacAfee
Government Printing Office

GPO's ePUB Group Services is an in-house desktop and electronic publishing consulting group, who offer free service to all U.S. Government agencies who use GPO's printing procurement process.

Mr. MacAfee discussed information and services available from their ePub web site and explained some of the ins and outs of electronic publishing.

The group offers services to agency editors/authors, printing personnel, project designers, publisher and information management personnel:

- Electronic publishing consultation in a one-on-one basis, including correct file creation techniques.

- Customer outreach by way of on-site digital publishing assistance.
- Dissemination of pertinent technical information and researching industry trends in digital publishing.
- Creating official publications and forms designed to make digital publishing more consistent, cost effective, and customer friendly.
- Suggesting better, faster, and cheaper ways to write technical specifications for electronic publishing and printing applications.

From their forms page, one can download various GPO print order forms and Joint Committee on Printing forms.

ePUB Illustrated is a publication put together by the ePUB staff but comprised of information from U.S. Government designers and publishers from all over the U.S. It is well worth reading! It contains information on such subjects as digital printing, color expectations, and repurposing legacy documents. It also contains a tip sheet and a section named the Editor's Hideaway that describes what is happening with the ePUB group and a snapshot of the magazine's contents for the current issue.

The *PDF Tips* page on the web site outlines the best settings and procedures for making hi-resolution PDF files that are ready for print production. These steps are for both Adobe Acrobat 4.0 and 5.0. As most people know in the electronic printing and publishing business, Adobe Acrobat PDF formats are the going thing. This section explains job settings in Distiller, making your PDF files, Acrobat resources, and Distiller job option downloads.

ePUB offers GPO Publication 300.6 - *Guidelines for Preparing and Submitting Electronic Design and Prepress (EDPP) Files*. This publication covers the proper techniques, file formats, and software required to submit your electronic media for print output. The current version was released in August of 2001 in [PDF](#). It is not yet available in print form.

One of the GPO's services is "Ask ePUB" (<http://www.access.gpo.gov/procurement/ditsg/emag/Ask.htm>) At this site, "patrons" can ask questions or offer suggestions concerning electronic publications. The group will answer one to three of the questions in the following issue of *ePUB Illustrated*.

Office Graphic Software

This is any software product developed for *non-publishing specific tasks*. There are literally thousands of software applications fitting this definition. The most common are Microsoft Word, PowerPoint, Excel, and Corel WordPerfect.

The ePUB group has developed a list they call Professional Graphics (PG) Applications. This is what they call their "perfect world":

- Adobe (PageMaker, Photoshop, InDesign, Illustrator, FrameMaker)
- Corel (Ventura, Draw, PhotoPaint)
- Microsoft Publisher ((MS Publisher is among the gray area of PG applications. It possesses some PG features and some office graphic features.)
- Macromedia FreeHand

- Quark XPress
- Deneba Canvas

The ePUB group calls this list "Professional Graphics" software because quite simply that is what the design "pros" use. They also state that if it is on the PG list, the software is OK for print publishing. If not, then beware. The professional software is specifically designed for publishing — it provides the best output.

When To Use Office Graphic Software:

- Word processing (in unformatted, black-only text matter). A vendor can export this text into a professional page layout package by creating rich text format.
- Mailing/Distribution List (create address database saving as delimited ASCII text (comma, tab, space, etc.))

When To Not Use Office Graphic Software:

- **Color** - Industry-accepted color modes are CMYK (process) and Pantone Matching System (PMS). Office graphics colors can't do spot colors in their standard programs. Office graphics applications work only in RGB color mode. There is no support for Process or Pantone color. The colors shift because CMYK won't read RGB totally.
- **Page Integrity (or, Text Reflow)**
 - **Printer Metrics**

Text editors (Word, WordPerfect, etc.) usually flow text and layout pages based on printer metrics. In other words, your OG document flows based on the settings (metrics) contained in the printer that is connected to your computer workstation. Since each printer has different capabilities, each printer's metrics are different. Therefore, document layouts based on printer metrics will appear different when you change printers.
 - **PCL vs. PostScript**

Standard office printers use printer control language (PCL). The printing industry is almost exclusively PostScript (PS). Other file formats, like those listed as office graphics files, will likely cause output problems for the print industry. Even in rare cases where office graphic applications can create .TIFF or .EPS files, data contained in those files is usually incorrectly defined.
 - **Fonts**

Fonts also impact page integrity when customers fail to supply them to the print vendor. There is a common misconception that fonts are not required if they are "common" or "system" fonts. However, the only way to guarantee that a job processes correctly is to supply any and all necessary fonts.
- **Prepress Features**

Office graphics software does not support the following common prepress functions. Each office graphic submission that is processed by the commercial print community incurs extra charges that are not applicable to professional graphics applications such as Quark XPress or Adobe InDesign. In addition, issues such as trapping are also ignored by OG applications.

 - **Bleeds**

Bleeds are areas of image, text, art, or other data that extends beyond (1/8" mini-

minimum) the edge of the printed page. Vendors need bleed when trimming items in the finishing process.

- **Trim Marks**

These are automatically drawn lines indicating where the paper should be cut to produce the correct page size. Trim marks are necessary for offset printing when the original paper that goes through the printing press is larger than the final page size (see bleeds), and trimming is required.

- **Color Separations**

This is the act of separating a color graphic or photo into single-color layers. To print colors with an offset press, all colors must first be deconstructed into separate layers. Each single-color layer is then printed separately or combined to form the desired product.

- **Graphic Support**

- **TIFF & .EPS**

In the print publishing industry, these two formats are primarily used for graphical elements. However, most office graphics applications do not handle .TIFF and .EPS graphics well, or sometimes not at all. Those office graphics applications that support them typically convert .TIFF and .EPS to internal formats (embedding files) that are incompatible with most PS production processes. This internal embedding and conversion may effect Raster Image Processing (RIP) performance, consequently causing problems at output. Other potential problems with office graphics are color shift and loss of information, to name just two.

- **Color Shift**

Most PG applications provide the ability to link to high-resolution .TIFF and .EPS files; however, with office graphics applications, graphics are always stored in the document. This inability to "link in" files can cause problems with trapping, color separation, and other prepress features. While it is possible to extract the embedded graphic files, the extraction is time consuming and expensive. Additionally, many vendors do not have the technical expertise to efficiently handle embedded graphics in OG files.

- **Loss of info**

Another drawback of these applications is the inability to verify status of embedded documents. Since certain file characteristics can cause RIP problems, prepress workers are trained to look for potential problems that will affect their workflow.

- **Get info**

Most PG applications provide the ability to "get info" on linked or embedded graphics (e.g., color mode, resolution, link status). This information provides invaluable insight, but is unavailable in office graphics applications.

- **Image Creation**

- **Stroke Weights**

Stroke weights (the thickness of lines in charts and graphs) are typically ill defined by office graphics applications for high-resolution output. In many cases, the rules are so thin as to be virtually invisible when output at 1200 DPI or higher.

- **Does not Support .TIFF or .EPS**
The printing industry provides support primarily for .TIFF and .EPS, while other formats cause output problems. Since graphics from office graphics applications cannot be saved in an appropriate format (without considerable work), many vendors will fail to properly RIP any embedded or cut and pasted graphic that originated in an OG application.
- **Clip Art**
These are low resolution (RGB) and won't print well. The color shifts. Generally, clip art is incorrectly prepared and should not be used.
- **Preflight**
Office graphics applications do not have preflight capabilities built in to the software. The primary reason is because these applications are not designed as a print publishing tool. To make matters worse, the third party programs that are designed for preflight (e.g., Preflight Pro, FlightCheck) do not currently support office graphics files. (At the time of the meeting, only Markzware's FlightCheck Classic (Macintosh version) provided support for OG files. This application supports MS Word files only (Mac or Windows.)) Consequently, vendors have no defined way to perform a check of any office graphics files.
- **Vendor Acceptance**
Most successful electronic government furnished materials (EGFM) submissions are composed of three parts: 1) layout file, 2) supporting graphics 3) supporting fonts. Without all three, it is common for problems to occur at output. Understanding this need to collect all information, developers of PG software have included "Collect for Output" or "Save for Service Provider" features into their products. These features automatically copy the main layout file, any necessary fonts, and all used graphics to a secondary location (e.g., removable disk). All elements are collected automatically, requiring little or no intervention by the customer. Office graphics applications, on the other hand, do not have any feature that allows for packaging an EGFM submission. Users of office graphics applications must manually copy all necessary elements to a secondary drive for submission of EGFM to GPO. Since many publications use multiple fonts and graphics, it is common for customers to omit a required font and/or graphic. These omissions occur frequently with office graphics files.
- **ePUB Recommendations**
 - **Use Camera Copy** - This is the most stable, the quickest, and the easiest.
 - **PDF** - This is second best. Use original Adobe PS applications (PageMaker, Photoshop, InDesign, Illustrator, FrameMaker). The Adobe writer is a nonpublishing application for office graphics, not a true .PDF. This is a bad fill in a nice container.
 - **Native Office Graphics Applications** - Don't use these!

Writing for the Web

Ms. Leslie O'Flahavan, E-Write

Ms. O'Flahavan explained in detail what it takes to present well-planned and well-thought-out web content, explaining that this was a review of information from an information provider to an information user. She pointed out that web writing has no connection to software. A good web writer must understand what is necessary for a reader.

Common problem areas are: links are barred when they should be in contents; bad English; no “back” (button or link); unreadable due to poor choice of, or too many, colors and/or lines; and small font.

Excellent web writing means communication, not dissemination. Web writing equals using reading and understanding. It should be as orderly as bookshelves in a library. Leslie explained six traits of a well-written web site.

- **Reader-oriented.** Users consist of researchers, students, employers, visitors, web crawlers, and administrators. Anticipate the way a user will use the information and make it navigable, appropriately. Anticipate the user’s questions and provide answers. Provide your web content for the range of users your site attracts. Normally, users could care less about the site’s mission statement because of its length and complexity. Rework it so the users can understand it in as few words as possible.
- **Provide information in different amounts for different users.** Make sure it’s both concise and full. Readers like different levels. Ms. O’Flahavan explained the use of bites, snacks, and meals to feed the content-hungry users. Bites are headings and titles used with meaning. Snacks are the abstract (summary). Meals are the entire site’s contents.
- **Use hypertext links effectively.** For links, you should choose meaningful words or phrases. Like a sign on a door, your text should explain what the link is; what you click should be what you get. Match the link language with the “destination” language. Underline what the content line really is. Don’t write “Click Here,” it’s redundant, doesn’t tell you where you’re going, and it insults the intelligence of your readers.
- **Make sure your site is credible.** A credible site contains up-to-date information and takes care of basics: *correct spelling, proper grammar, etc.* It also provides references and sources (identifies authorities and experts), cites believable examples, and provides links to credible organizations. Above all, the site is written in an *objective* rather than in a *promotional* style.
- **Make sure that your content is scannable.** Scanning in this sense means “eye-friendly” or “reading to find.” Leslie mentioned that a web writer would deeply appreciate the comment “Your web writing is so good, I didn’t have to read it at all.” Don’t use a lot of text, use headings and white space to show how information is grouped. There must be a connection between headings, followed by brief chunks of content. Format the page to emphasize key words. Any graphics should be away from the text, and must support the message of the page.
- **Site and contents are concise.** Provide links to more details, use an active voice, action verbs, and keep transition phrases short, or remove them.

Throughout the presentation, Ms. O’Flahavan showed the group examples of poorly- and well-written web pages. What a contrast! She also provided handouts of a readability checklist, content development questionnaire, a list of resources for web writers, and two editions of the *E-Writing Bulletin*.

DTIC's New Handle Service

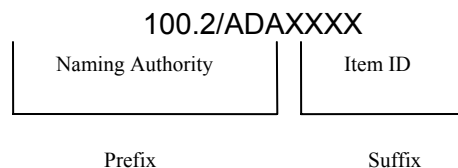
Ms. Barbara Nekoba, Project Manager, Defense Technical Information Center

Ms. Nekoba introduced this new service sponsored by DTIC. She explained that as the World Wide Web (WWW) matures, broken links to URLs are becoming an increasingly frustrating problem. How many times have you clicked on a link only to get the annoying HTTP Error 404? It's like the computer screen is giving you the ol' raspberry! The WWW now contains over 7.1 million unique sites, and, to the group's surprise, Barbara explained that the average life of a web page is only 70 days. In that light, it's not surprising to find so many broken links, which are due to resources being moved, removed, or renamed.

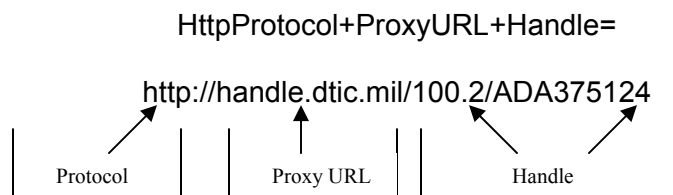
To help solve this problem, DTIC has implemented the Handle Service - which provides a way to assign persistent identifiers to DOD electronic resources and provides a methodology to preserve networked electronic resources that have long-term value and provides actionable links to these resources from one central DTIC location. In simplest terms, a persistent identifier is the name for a digital object that persists over time. DTIC is calling its persistent identifiers "handles," because of its use of Handle System® technology developed by the Corporation for National Research Initiatives. Whereas URLs are *location* devices, not *identifiers*, handles locate a document by a long string of letters, numbers, and symbols. The Internet Engineering Task Force proposes the use of Uniform Resource Names (URN), which locate documents by using a naming authority (prefix) and an item identifier (suffix). Handles are one type of URN. URNs have certain characteristics:

- Global uniqueness
- Persistence
- Location independence
- Legacy support
- Extensibility
- Scalability
- Resolution

The "handle" itself would look like this:



The whole thing from a browser's eye would be, for example:



This would resolve to the actual URL:

[Http://stinet.dtic.mil/cgi-bin/fulcrum_mail.pl?database=ft_u2&searchid=0&keyfieldvalue=ADA375124&filename=%Ffulcrum%2Fdata%2FTR_fulltext%2Fdoc%2EADA375124.pdf](http://stinet.dtic.mil/cgi-bin/fulcrum_mail.pl?database=ft_u2&searchid=0&keyfieldvalue=ADA375124&filename=%Ffulcrum%2Fdata%2FTR_fulltext%2Fdoc%2EADA375124.pdf)

One important point is that current web technology doesn't recognize handles. If you put a handle into a standard web browser, nothing will happen; the system will not know what to do with it. To solve this problem, DTIC has installed a proxy server to understand handle protocol. By adding the http protocol and the proxy URL to the handle, a standard web browser recognizes the handle. DTIC's Handle Service is available at <http://dtic.mil/dtic/handles>. DTIC is offering to manage handles for DOD web resources and has developed some state-of-the-art applications and a new model for customer support with its Handle Service. DTIC will automatically assign handles to resources that are sent to DTIC. Additionally, DTIC will offer partnerships to interested DOD organizations who want to work with DTIC to assign handles to their resources and have DTIC manage them but want to keep their resources on their own servers. Interested parties are invited to either call or e-mail Ms. Nekoba at (703) 767-8004; bnekoba@dtic.mil.

Naval History

Mr. Paul Stillwell. Director of Naval History, Naval Institute Press

Mr. Stillwell mentioned that the history division includes the oral history program, photo archives, reference library, and photo sales. He joined the Naval Academy staff in March 1974. In 1988, while in the Naval Reserves, he was recalled to active duty for 1 month and was sent to the Persian Gulf as a historian to document the Navy's role during the Iran-Iraq war. He retired from the Naval Reserves in 1992 with the rank of Commander.

Mr. Stillwell is the author of nine books, including *Air Raid: Pearl Harbor!* (1991), *Battleship New Jersey: An Illustrated History* (1986); *Battleship Arizona: An Illustrated History* (1991); *The Golden Thirteen: Recollections of the First black Naval Officers* (1993); and *Sharks of Steel* (co-authored with Vice Admiral Robert Kaufman (1993). In 1993, the *New York Times* selected *The Golden Thirteen* as one of the notable books published in the field of history. Mr. Stillwell was awarded the 1993 Naval Institute Author of the Year award for the *Golden Thirteen* and *Sharks of Steel*.

Mr. Stillwell mesmerized the group with his talk during lunch, explaining that the U.S. Naval Institute's Oral History program exists for the purpose of preserving and making available the recollections of Navy and Coast Guard personnel. He explained that the Naval Institute tape-records interviews with people who have made history in the naval profession. The interviews are then transcribed, annotated, indexed, and bound. Since the inception of the program in 1969, nearly 200 bound volumes have been completed, and interviews have been done to produce dozens more. Typically, the format calls for an entire life history of a career Navy man or woman. The discussion of various tours of duty during the course of a career generally covers a wide range of topics and personalities.

There have also been some specialized projects involving early WAVE officers, the Polaris ballistic missile submarine program, Vietnam War prisoners of war, Fleet Admiral Chester Nimitz, and the first black Naval officers. Mr. Stillwell emphasized how important the personal interviews are, and how important is to follow up the interviews with verification of the information he gathered. He also recited stories of his interviews with the various notable Naval personalities

he interviewed, including humorous anecdotes from talking with some of the original first black Naval officers.

Useful Tools for Creating Accessible Websites

Ms. Sheri German, Instructor, Institute for Federal Printing and Electronic Publishing
Government Printing Office

Ms. German described various methods for making your web sites disability-compliant (Section 508) by using several software tools.

Why Section 508?

Section 508 was developed because a family member, friend or you currently have a disability or some day will have a disability; you will become elderly and will have age related disabilities. Section 508 standards improve web site usability for those who are disabled in some way. Making your site 508 compliant will also make you, as a web site host, more marketable.

Disabilities

A disability is defined as being visually impaired, color blind, or blind; being deaf or hard of hearing; having a mobility disability which interferes with the ability to use the keyboard and/or mouse; having cognitive disabilities, such as dyslexia, attention deficit, or memory problems; having photosensitive Epilepsy.

Assistive Technology

This consists of text-to-speech browsers that use synthesized speech to read text sites to a user; text-only browsers that render web sites in a text-only format; voice-enabled browsers that navigate web sites using speech commands; a specialized keyboard or mouse, as well as on-screen keyboards; voice-recognition software; refreshable Braille devices that transfer text to a special device; and screen magnification or enhancement software.

Software Tools

The most common tools are Magpie and Sami for creating accessible multimedia; Macromedia Dreamweaver, Microsoft FrontPage, and Adobe GoLive for Web design; Fireworks and Photoshop/Imageready for graphics; Flash and LiveMotion for animation and interactive Web sites; and Bestie for converting a site to an all text version.

Power-User Tips

- **Skip Navigation.** Use this to prevent a blind user (using a screen reader like Jaws) from being forced to listen to the alt text for your navigation and banner being read over and over again on each page. The Skip Navigation link is an anchor that leads to the content section of the page.
- **Accessible Pop-up Menus.** Pop-up (aka fly-out) menus should be made accessible for people who do not have JavaScript enabled browsers. In their case, the submenus will not appear. To make these submenus accessible, the Web designer should make the top button in the menu link to the page for that category. This page should then duplicate the submenu links in a text list of links on that appropriate page.
- **Empty alt Tags in Dreamweaver.** With Dreamweaver closed, you can make back-up image.htm and image.js files of your Configuration/Objects/Common folder.

- **Set Loops and Delay in FireWorks.** Fireworks and ImageReady software both allow you to limit the number of times animation plays. It will also allow you to set the speed at which animation plays. This will satisfy the 508 requirement of acceptable screen flicker rate.
- **Style Sheet Switcher.** With this, you can provide an alternative style sheet with larger fonts and create a button on the page that enables a switch at will. You can see an example of this in action at <http://www.zeldman.com>.
- **Customizing Dreamweaver Accessibility Templates.** Macromedia Dreamweaver provides free templates to get designers started in creating pages that satisfy 508 requirements.
- **Running a Page through the Accessibility Suite from Dreamweaver.** Dreamweaver has a built-in accessibility checker that makes sure pages fill all of the requirements of a certain standard, such as 508 or w3c.

Useful Accessibility Links

- **Software**
 - <http://www.macromedia.com/macromedia/accessibility>
 - Dreamweaver Accessibility Templates:
 - <http://www.macromedia.com/macromedia/accessibility/templates.html>
 - <http://www.access.adobe.com>
 - Microsoft Accessibility for Everyone: <http://www.Microsoft.com/enable>
 - <http://lynx.browser.org>
- **Screen Readers**
 - Jaws: http://www.freedomscientific.com/fs_products/software_jaws.asp
 - IBM Home Page Reader: <http://www-3.ibm.com/able/hptrial3.html>
- **Accessibility Checkers**
 - Bobby: <http://www.cast.org/bobby>
 - Web Accessibility Initiative: <http://www.w3.org/WAI/ER>
 - Lift for Dreamweaver: http://www.usablenet.com/lift_dw/lift_dw.html
 - Ask Alice by SSB Technologies: <http://www.ssbtechnologies.com/customers/index.php>
 - Insight LE Extension for GoLive: <http://www.adobe.com/products/golive/ssb.html>
 - FrontPage Accessibility Tool, AccVerify SE: <http://www.hissoftware.com/msacc>
 - Accessibility Suite Extension for Dreamweaver: <http://www.macromedia.com/software/dreamweaver/download>
 - Wave 2: http://www.temple.edu/inst_disabilities/piat/wave

- **Testing**
 - Lynx Viewer: <http://www.delorie.com/web/lynxview.html>
- **Multimedia**
 - Magpie: <http://usdoj.gov/crt/508/508homr.html>
 - SAMI:
http://www.msdn.microsoft.com/library/default.asp?url=/library/enus/dnacc/html/atg_samiarticle.asp
- **Site to Text Conversion**
 - Bestie: <http://www.bbc.co.uk/education/bestie/index.html>
- **Education and Courses**
 - Take a Course: <http://ittatc.org/training/webcourse>
 - Hear a Reader: <http://www.nytimes.com/library/cyber/week/blind.au>
- **Government Information Sites**
 - <http://www.access-board.gov/508.htm>
 - <http://www.usdoj.gov/crt/508/508home.html>
- **Information**
 - Rich Media Accessibility: <http://ncam.wgbh.org/richmedia/showcase.html>

Software for Desktop Publishing

Ms. Bevi Chagnon, Specialist, Digital Media, PubCom

Ms. Chagnon discussed what tools are needed for creating different, but effective, types of publications. The key factors are compliance with the printing and graphic arts industry's standards and requirements; suitability for sending electronic files through the GPO's procurement process; and appropriate tools for general desktop publishing and long documents.

Industry Requirements

Most government publications are printed by commercial printers contracted through GPO. Therefore, DTP files must meet the printing industry's technical requirements. If the files are not prepared correctly, the print shop will not be able to set these technical adjustments, and your job will either be printed at a lesser quality, or you'll incur a substantial amount of additional charges for the print shop to create a workaround solution. You also may miss your deadline.

PostScript Compliance

PostScript has been the printing and graphic arts industry standard since the late 1980's. This is a computer programming language created specifically for printing and graphic arts, and sends information to the monitor, printer, and imagesetter. Without PostScript, DTP can't be done. The five areas of compliance are:

- **Printer.** Use an Adobe PostScript printer (laser or inkjet) to review your layout pages from the DTP software program. Otherwise, what you see is NOT what you will get at

the service bureau when they output film. At the service bureau, the text will reflow substantially on their PostScript imagesetter, and graphics may not image correctly.

- **Fonts.** Use PostScript fonts, not TrueType, unless you know for sure that your service bureau can accept the TrueType.
- **Layout Programs.** Use PostScript programs to create your documents. The compliant DTP layout programs are Adobe PageMaker, Adobe InDesign, Adobe FrameMaker, Corel Ventura, and QuarkXPress.
- **Graphics Programs.** Always use PostScript graphics programs for vector illustrations (such as pie charts, logos, maps, and clip art illustrations). The compliant programs are Adobe Illustrator, Macromedia Freehand, and CorelDraw.
- **TIFF Bitmap Images.** Images, such as photos, must be in TIFF format, use the CMYK or grayscale color space, and be set to the proper resolution for you publication (usually 300 dpi). The software programs used to create this type of graphic are Adobe Photoshop and Corel PhotoPaint.

Cost

Mistakes are costly. You pay for bad film caused by your mistakes, lack of knowledge of the industry's requirements, or incorrect files. Film costs \$8-\$10 per film (one film per color per page). If you have a 100-page book with 2 inks and a price of 100 pages x 2 ink colors x \$10 per film, you end up with a cost of \$2,000 for film. If your film is incorrect, none of it can be salvaged, and your files must be reworked, corrected, and re-output for an *additional* cost of \$2,000. Be careful what you do.

Choosing Software

- **Graphics and Photos.** PostScript graphics include Adobe Illustrator, CorelDraw, and Macromedia Freehand (for vector graphics), and Adobe Photoshop and Corel PhotoPaint (for bitmap graphics).
- **Page Building.** For PostScript page layout, there are Adobe PageMaker 7.0, Adobe InDesign 2.0, QuarkXPress 5.0, Corel Ventura 8.0, and Adobe FrameMaker 7.0.
 - **PageMaker.** Good all-around tools for general publishing - newsletters, brochures, booklets, etc. This has the easiest user interface. There are also some tools for long documents and books.
 - **InDesign.** Very good tools for magazines, newsletter, four-color publications, and general publishing. There are some tools for long documents. It also does tables, indices, table of contents, and endnotes. It will currently export html and pdf, and xml is coming soon.
 - **QuarkXPress.** Very good tools for magazines, newsletters, four-color publications, and general publishing. It, also, contains some tools for long documents, and will do tables, indices, and tables of contents. Exports are XML, PDF, and HTML.
 - **Ventura.** Excellent for books, technical documents, long documents, and scientific equations. It will do footnotes, complex tables (broken among two or more pages), indices, and table of contents. Excellent management of multi-chapters, web and database publications, and SGML coding.

- **FrameMaker.** Excellent tools for books, technical documents, long documents, and scientific equations. It will do footnotes, complex tables, indices, and tables of contents, and SGML coding. It has good management of multi-chapters.

Using Word Processors

Why *can't* you use Harvard Graphics, Excel, or PowerPoint, to construct your graphics? None of these can output to high-resolution film; color separate; and export to professional quality file formats (EPS & TIFF).

Conclusion

Many people like to use MS Publisher, which is OK for general in-house use, but *is not* PostScript compatible. Use the right PostScript page building and graphics software. Know how to correctly build your pages using them. If necessary, get technical training.

Day 3 - 25 April

Let DTIC Disseminate Your Conference Papers Online

Ms. Claire Duong, Technical Reports Program Manager
Defense Technical Information Center

Since 1998, DTIC has had a pilot program designed to disseminate conference papers and proceedings online. This initial trial has been so successful that DTIC has opened the site to the rest of the , free of cost to all organizations. Why would DTIC do this?

- Conference papers represent the most current research documentation
- Papers and proceedings may be the *only* documentation of a conference
- You may want to contribute to a comprehensive database for DOD researchers
- Use DTIC as your secondary disseminator
- Cost savings

Process

Before the conference, contact the Technical Report (TR) acquisition staff at DTIC for a URL. Request papers, presentations, and biographies from the speakers. DTIC prefers that a SF 298, *Report Documentation Page*, be included with the papers. Distribution statements must be assigned. Send your logos, graphics, specs, etc., to DTIC.

At the conference, collect remaining papers from the speakers. Announce the URL to everyone present.

After the conference, compile the files onto a CD-ROM or zipped disks and send to DTIC (any formats). Send DTIC the final conference agenda. For classified information, submit the papers and DTIC will compile into a volume and issue an AD number.

Availability

The web page will be available within 1 to 2 weeks from the time DTIC receives the files. Approximately 60 days after the conference, papers will be inputted into the TR database. Web dissemination is only for unclassified unlimited. Options are available for unclassified/limited and classified conferences.

Benefits

Time and cost savings are the big benefits:

- Creating CD-ROMs or web page
- Maintenance of the web page
- Disseminating (snail mail) CD-ROMs
- Locating past conferences

Ms. Duong showed the group examples from the National Defense Industrial Association conferences from 1997-2002 and the Proceedings of the Winter Workshop on ACT-R Models of Human-System Interaction (AF Office of Scientific Research). Each page offers link to papers and downloads for those who want their own information.

The cost for all of this? Online is free. Black and white paper copies of a conference are generally \$15.00 each copy. DTIC has the only site to post these conferences.

Open Discussion

Facilitated by Ms. Kathy Parrish, Naval Research Laboratory

ILCEP Brochure

Ms. Kathy Mayer, Naval Aerospace Medical Research Laboratory, put together a very colorful and comprehensive ILCEP brochure for the group to look at. Wonderful job, Kathy! The brochure was discussed and the attendees decided on the following changes:

- Under "Brief History" paragraph, add a sentence at the end that says, "In 2001, the group voted to allow DOD contract writers and editors to attend meetings."
- In the Membership paragraph
 - Delete "heads" (of organizations). Membership is no longer limited only to the heads of the member organizations.
 - Change "editing and publishing" to "editing and/or publishing" since some member organizations are not publishers.
- Change the heading "Member Organizations" to "Member's Organizations."

(UPDATE: The brochure is published. The "spirit" of the approved changes are reflected.)

Defense Automated Printing Service (DAPS)

DAPS has lost much business but claims that service will still be maintained with fewer people. To work around some of the problems, Ms. Parrish mentioned that she sends classified printing to the Central Intelligence Agency (CIA), and sometimes uses the printing service at the Quantico Marine Base. Mr. Greenberg recommended using the Rapid Response Center at the Washington Navy Yard. He also suggested talking to GPO or its regional offices about a new type of procurement vehicle called A Simplified Purchasing Agreement (SPA) that allows people to buy small jobs (up to \$2,500) from "pre-qualified" local vendors.

Ms. Wilma Hall, Air Force Research Laboratory, mentioned the "problem" of sending export-controlled and classified information to DAPS or commercial activities when it is not certain they are cleared to handle such information.

The overall consensus was don't go to commercial activities to have printing done because you will absorb the costs.

New Services for Activities

The group discussed new ways of making money for their commands. Ms. Dorothy Murphy, provides document scanning services for her customers. The charge is \$25,000 for 600 documents of approximately 50 pages each and database input. The minimum charge would be 1 hour at \$73. The size of the job is discussed with outside activities. They just received \$30,000 from an outside activity to scan 500 reports, set up a database, submit reports to DTIC, and destroy the documents. The average rate for services is \$45.00 to \$75.00 per hour. The Naval Research Laboratory (NRL) is \$80.00 per hour.

Mail Irradiation

A few in the group mentioned concern over mail irradiation since the Anthrax attacks in late 2001. Ms. Parrish told the group that NRL mail is scrubbed, and cultures are grown on any suspects. Nobody else was aware of how their mail was processed.

Publication Problems

A few in the group discussed problems they're running into with publishing. Ms. Shirley Walker, Air Force Research Laboratory, questioned why the revision of ANSI/NISO Z39.18-1995, *Scientific and Technical Reports – Elements, Organization, and Design*, is taking so long.

Collaboration Software

There does not seem to be any overriding collaboration software that our member organizations could use. Adobe Acrobat requires that everyone have the full program, not just the reader. With Acrobat, you can only edit one line at a time, and it won't word wrap. You must use an integrating program, such as PitStop, to have any real editing functions at all. Microsoft Word has a collaboration function, but it hangs up quite often, making it very difficult, if not impossible, to use. It also tends to *not* forward itself to the next reviewer, even though it was originally set up to do that. Mr. Pierce's command is investigating Windchill, a web-based program by Parametric Technology Corporation that has multiple "modular" functions to:

- Create virtual product development teams to share, discuss, and manipulate designs
- Execute cross-functional, cross-enterprise project and program management
- Publish and visualize designs from Pro/ENGINEER to Pro/COLLABORATE
- Invite partners, suppliers, and contractors to join your virtual team
- Deliver distributed team, design and project collaboration
- Manage and automate key business processes
- Integration with MS Project

If purchased, the software will be used command-wide, including the aircraft test squadrons in California (San Diego, China Lake, and Point Mugu) and Maryland (Patuxent River), to develop, review, and edit all test and evaluation documentation, and conduct meetings. The program also has online catalogs and libraries that will work with 3-D CAD models; search options such as graphical navigation; parametric searches; natural language searches; and part number searches. Of course, these searches would be used by manufacturing companies rather than writers and editors. However, they may be useful for DOD's research laboratories.

If any of our member activities who were not at the meeting use collaboration software, let Mr. Pierce know what it is and how well it works. It appears that this is the direction that everyone is going to try to make our writing and editing process quicker.

Tour of the “Yard”

The meeting ended with a tour of the Navy Academy.